

DBHDID
Instructions for DID Financial Implementation Report

FY2018
Form 140A

The form 140 is required to be submitted 5 times through the contract year:

- P&B period (due dates to be announced)
- 1st quarter (July-Sept)-due Oct 31st
- 2nd quarter (Oct-Dec)-due Jan 31st
- 3rd quarter (Jan-Mar)-due April 30th
- 4th quarter (Apr-June)-due July 31st

You will use the same form for the entire calendar year and resubmit with the updated information for each period entered on the corresponding tab.

Data should be reported using the same service codes, service descriptions and units as is required for IPOP data. The CMHC data implementation guide-Appendix E contains a listing of all reportable services and a description of each service.

Appendix E is located within the Implementation Guide here:

<http://dbhdid.ky.gov/DBHDIDReports/CMHCDataGuide.aspx>

Only services provided through state general funds for I/DD services as indicated in the contract should be reported on the 140. The data provided each quarter is cumulative and should reflect the information for all services provided for the current quarter as well as the previous quarters.

The information provided in the form 140 should be consistent with information provided through other contract reporting items including the PASRR quarterly report, the Crisis Contact Data Sheets, the SGF client listing, and the IPOP D73 report.

The initial form is required to be submitted via upload into the IPOP system. Login to the Central Login and from there select the appropriate role (Plan & Budget Upload or DPR Submission) and upload your form in either the Plan & Budget or DPR environment. The link to DBHDID Central Login is <https://dbhdid.ky.gov/Login/Secure/Login.aspx>, the correlating 140 form itself can be accessed through the Forms Library on both the Plan and Budget webpage <http://dbhdid.ky.gov/cmhc/plan-and-budget.aspx> or the DPR webpage <http://dbhdid.ky.gov/cmhc/dpr.aspx>.

If you have any problems with entering data into the form, questions about how to complete the form, or issues submitting the form, please notify your DDID regional liaison.

In order to be considered a complete and timely submission the form 140 must be submitted through the system by close of business on the due date. Use the following questions to determine if your form is timely and complete:

- 1. Was the form turned in by the due date? Due date is the last day of the month following the end of the quarter.**

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2. **Is the date entered showing when the sheet was completed, and the center name selected from the drop down menu at the top of the form?**
3. **Are all fields marked for the services which contain entries?**
4. **Is the indirect administrative fee entered for the quarter and cumulative for 2nd, 3rd, and 4th quarters?**
5. **Is the overall unduplicated count for the quarter entered at bottom of form?**

If you are experiencing issues with your data systems, the data on the D73 may not exactly match the data on the form 140 each quarter, but it is expected that you will continue working to resolve data inconsistencies and move towards accurate and complete data.

If any corrections are needed to the form after the initial submission through the IPOP system, the CMHC should submit the corrected form 140 via email to their regional liaison **NOT** through the IPOP system. When emailing a corrected form to your regional liaison be sure to change the date at the top to reflect when the changes were made.

If an error is discovered in the data on the form, any data that is affected for all previous quarters must be corrected on the form and resubmitted.

All forms must be submitted in the excel spreadsheet format of the original template provided.